



Embassy of the United States of America

November 24, 2015

American Embassy Colombo
210 Galle Road,
Colombo 3
Sri Lanka

Dear Prospective Quoter:

SUBJECT: Solicitation Number SCE20016Q0002 – Packing and Crating Contract for the US Embassy Colombo, Sri Lanka

The Embassy of the United States of America invites you to submit a quotation for Packing, Storage, Shipping and Clearance of Sea and Air Freight Cargo, Freight forwarding operations and other related services for the U.S. Embassy Colombo Sri Lanka as per the Solicitation and the Scope of Work (SOW).

The Embassy intends to conduct a pre-quotation conference at the site, and all prospective offerors who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to Mr. Justin Hekel, Contracting Officer, American Embassy Colombo, 210 Galle Road, Colombo 3, Sri Lanka (local bidders), and **ONLY** overseas bidders can submit their quotations to the Contracting Officer, via e-mail hekeljm@state.gov on or before **January 04, 2016 at 15:00 hrs** local time. No quotations will be accepted after this time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to **Contracting Assistant, Chandrika Manohara**, via e-mail manoharacm@state.gov.

Sincerely,


Justin Hekel
Contracting Officer